

19 November 1962

MEMORANDUM FOR: Chief, Central Cover Group

SUBJECT : Status of Advance Account - [REDACTED]

25X1A9a

1. Attached is a Statement of Account for subject indicating the sum of \$1,150.90 as over 60 days delinquent.

2. Subject was advanced \$4,500.00 on 18 September 1961 for shipment of household effects and \$2,000.00 on 21 November 1961 for purchase of a GP vehicle. An accounting for the shipment of household effects was received on 26 January 1962 in the amount of \$3,381.87. An accounting for the vehicle was received on 26 January 1962 in the amount of \$1,967.23. These accountings left a balance due from [REDACTED] of \$1,150.90. As requested in a memorandum from your office during July 1962, the due date for this outstanding balance was extended to August 1962.

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3. The attached statement is forwarded with the request that the Approving Officer (see HR30-6b) take action to obtain an accounting or refund for this delinquent advance or provide this division with appropriate justification to change the due date. In the event the agent is unable or fails to provide a satisfactory reason for extending the due date, the Approving Officer is requested to advise the agent that action will be initiated within thirty days to effect collection, in accordance with HR30-6b, by offset against his salary or other amounts due.

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[REDACTED]
Chief, Operations & Liaison
Finance Division

Attachment

Distribution:

Orig & 1 - Addressee

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DOC	42	REV DATE	18/3/80	BY	029725
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